

# ONLINE COURSE: VERIFICATION REVIEW



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“Verification Review” is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education. This guidance reflects guidance provided by USDA and ADE policy at the time this course was released.

## **WEB-BASED COURSE**

*Professional Standards Learning Code:  
3110*

*Length: 2 hours*

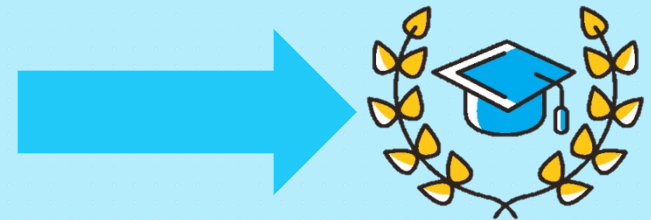
# OBJECTIVES

This course will:

- ▶ Provide an overview of the verification process.
- ▶ Provide detailed information regarding each phase of verification.
- ▶ Provide sponsors with links to additional resources.

# COMPREHENSION CHECK QUESTIONS

- ▶ Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- ▶ Be sure to review these quiz questions and the answers, available within the guide.
- ▶ This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.



# TABLE OF CONTENTS

Verification Overview	Slides 5-11
Phase 1- Prepare for Verification	Slides 12- 20
Phase 2- Calculate and Select Applications	Slides 21- 39
Phase 3- Verify Selected Applications	Slides 40- 62
Phase 4- Submit the Verification Summary Report	Slides 63- 71

# VERIFICATION OVERVIEW

# WHAT IS VERIFICATION?

Verification is confirmation of eligibility on the household application for free and reduced price meals under the NSLP and SBP.

## Remember....

- ▶ All year, applications are approved at **face value**.
- ▶ A **small sample** of applications is selected and documentation is requested from the household to verify that the information on the application is accurate.
- ▶ Verification creates a check to see if households are accurately reporting their household status.

# COMPREHENSION CHECK

True or False: All applications on file need to be verified.

A. True

B. False



# COMPREHENSION CHECK

True or False: All applications on file need to be verified.

A. True

**B. False**

Only a small sample of the applications are selected for verification.





# OVERVIEW OF THE PROCESS

## PHASE 1 PREPARE



Review the NSLP Eligibility Checklist.

Organize all approved applications.

Count the total number of applications subject to verification.

## PHASE 2 CALCULATE & SELECT



Review the NSLP Non-Response Rate Report to determine if you qualify for administrative relief.

Calculate the number of applications to be verified.

Select the applications that will be verified.

## PHASE 3 VERIFY



Print a Verification Tracker Form for each application to be verified.

Conduct Direct Verification.

Contact households who are not a Direct Verification match.

## PHASE 4 REPORT



Log in to Common Logon and submit the report in CNP Verification.

# WHEN DOES VERIFICATION HAPPEN?



## SEPTEMBER

### *Prepare*

- Review the NSLP Eligibility Checklist.
- Organize all approved applications.
- Count the total number of applications subject to verification.



## OCTOBER 1 – NOVEMBER 15

### *Calculate, Select and Verify*

- Calculate the number of applications to verify and select applications
- Conduct Direct Verification
- Contact households (when necessary)
- Review documentation that is submitted



## FEBRUARY 1

### *Report*

- Submit the online verification report to ADE

# *RESOURCES FOR VERIFICATION*

The ADE website provides a variety of resources and information related to verification.

Visit this link and mark it as one of your favorites if you are responsible for conducting verification.

<http://www.azed.gov/health-nutrition/nsip/verification/>

# PHASE I

## PREPARE FOR VERIFICATION

*SEPTEMBER – OCTOBER I*

# PHASE I

## PREPARE FOR VERIFICATION

- ▶ Before you can begin verification, you must first organize all eligibility documents and count them accurately.
- ▶ Begin by completing the **NSLP Eligibility Checklist**, and contact your specialist if you have questions about any of the items listed.

The Checklist can be found on the [NSLP Verification Webpage](#).

- ▶ It is also a good idea to run a new Direct Certification match on or around October 1. This will ensure the information used in verification is the most up to date information about your students.

# PHASE I

## PREPARE FOR VERIFICATION

- Update your Benefit Issuance Document to reflect the most up to date information available.
- Ensure your documentation is categorized appropriately, and prepare to count all household applications on file as of October 1.

**Application for Free and Reduced-Price School Meals**  
Complete one application per household. Please use a pen (not a pencil).

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: Anyone who is living with you and shares income and expenses, even if not related.  
Children in Foster care and children who meet the definition of homeless, Migrant or Runaway are eligible for Free meals. Read How to Apply for Free and Reduced-Price School Meals for more information.

Child's First Name MI Child's Last Name

Check box if child is a student at DISTRICT SCHOOL ☐ YES ☐ NO

Check box if child is a Foster Child or is Homeless, Migrant, or Runaway ☐ YES ☐ NO

THIS SPACE IS FOR SCHOOL OFFICIAL USE ONLY  
Application is complete ☐ Determined Eligible ☐ Selected for Verification ☐ FREE ☐ REDUCED ☐ PAID ☐ ERROR/PHONE? ☐  
Determining Official's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Confirming Official's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Follow-Up Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?  
☐ SNAP ☐ TANF ☐ FDIPIR Write only one case number in this space. Case Number: \_\_\_\_\_

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

Please read How to Apply for Free and Reduced-Price School Meals for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.

**A. Child Income**  
Sometimes children in the household earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.  
Child income: \$ \_\_\_\_\_ Monthly Income: ☐ Monthly ☐ Bi-weekly ☐ Bi-monthly ☐ Quarterly

**B. All Adult Household Members (including yourself)**  
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Member (First and Last)	Earnings from Work	Public Assistance/Child Support/Alimony	Pensions/Retirement/All Other Income
	\$ _____ Monthly <input type="radio"/> Bi-weekly <input type="radio"/> Bi-monthly <input type="radio"/> Quarterly <input type="radio"/>	\$ _____ Monthly <input type="radio"/> Bi-weekly <input type="radio"/> Bi-monthly <input type="radio"/> Quarterly <input type="radio"/>	\$ _____ Monthly <input type="radio"/> Bi-weekly <input type="radio"/> Bi-monthly <input type="radio"/> Quarterly <input type="radio"/>
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**C. Total Household Members** (Children and Adults) ☐ Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: X X X X ☐ Check if no SSN ☐

**STEP 4** Contact Information and Adult Signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under appropriate State and Federal laws.

Street Address (if available) \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Printed name of adult completing the form \_\_\_\_\_ Signature of adult completing the form \_\_\_\_\_ Today's date \_\_\_\_\_  
Daytime Phone and Email (optional) \_\_\_\_\_

# PHASE I

## COUNT YOUR APPLICATIONS

- ▶ Determine the number of applications you have on file.
  - ▶ October 1-
    - ▶ Run CNP Direct Certification and update the BID.
  - ▶ If any students on the direct certification match list also submitted a household application, be sure to file the application with the Direct Certification files.
    - ▶ **These applications are NOT counted toward the verification sample.**
- ▶ The chart on the next slide shows all the ways students might be eligible for meal benefits. Only the items noted in blue font are subject to verification.

# COMPREHENSION CHECK

What tasks should you complete during Phase I of Verification?

- A. Print the tracking form, contact the households and conduct direct verification.
- B. Complete the eligibility checklist, run direct certification, and organize all your applications.
- C. Count up all the students, contact every household and submit the online report.





# COMPREHENSION CHECK

What tasks should you complete during Phase I of Verification?

- A. Print the tracking form, contact the households and conduct direct verification.
- B. Complete the eligibility checklist, run direct certification, and organize all your applications.**
- C. Count up all the students, contact every household and submit the online report.

The goal is to ensure that all applications on file are for students who are not directly certified, and that no applications are incomplete or duplicates.



# PHASE I

## DETERMINE WHICH APPLICATIONS ARE SUBJECT TO VERIFICATION

<b>Verification Counting Cheat Sheet</b> The applications shown in blue are subject to verification and should be included in your counts.		Eligibility Status	Directly Certified and not subject to verification	Subject to Verification
<b>Household Applications</b>	<b>Case # Application</b>	Free		✓
	<b>Foster Application</b>	Free		✓
	<b>Income Application- Free</b>	Free		✓
	<b>Income Application- Reduced</b>	Reduced		✓
	Income Application- Paid	Paid		
	Applications with at least one student who is a “Match” on DC at any time during the current school year.	Free	✓	
<b>Other</b>	CNPDirect Certification match results	Free	✓	
	Homeless/Migrant/Runaway Application	Incomplete, Must confirm with a liaison		
	Notice to Provider	Free	✓	
	Confirmed homeless/runaway/migrant	Free	✓	
	Head Start/Even Start Enrollment Roster	Free	✓	
	TANF/FDPIR Agency Letter	Free	✓	
	SNAP Agency Letter	Free		
	SNAP Agency Letter “Zero Benefits”	Cannot accept to determine eligibility		

# COMPREHENSION CHECK

Which of the following is NOT subject to Verification?

- A. Household application certified for reduced-price
- B. Household income applications for free and it's a household of 3. On 8/15, one student matched in DC and the other student did not match.
- C. Household application certified for free based on a case number.



# COMPREHENSION CHECK

Which of the following is NOT subject to Verification?

- A. Household application certified for reduced-price
- B. Household income applications for free and it's a household of 3. On 8/15, one student matched in SNAP during DC and the other student did not match.**
- C. Household application certified for free based on a case number.

Anytime a student is a match in SNAP, TANF, or FDPIR, all students in the household are directly certified. Any students who are directly certified are not subject to verification, even if the household turns in an application.



# PHASE 2

CALCULATE AND SELECT APPLICATIONS

*BEGINNING OCTOBER 1*

# PHASE 2

*Determine your non-response rate and choose your calculation method*

- ▶ Only a small percentage of the applications received are verified.
- ▶ To choose the calculation you will do to figure out how many applications to select for verification, review the ADE Non-Response rate report.
- ▶ This report shows the percentage of families selected for verification did not respond in each LEA.

## PHASE 2

### *Non-response rate report and administrative relief*

On the non-response rate report, SFA names highlighted in **GREEN** qualify for administrative relief.

- ▶ Administrative relief means the LEA had a low percentage of households who did not respond to the verification process during the prior school year.
- ▶ They are eligible to select the calculation method they will use to determine the number of applications to verify.
- ▶ LEAs who do not qualify for administrative relief must use Standard Sampling method.

The ADE Non- response Rate Report can be found here:

<http://www.azed.gov/health-nutrition/nslp/verification/>

# COMPREHENSION CHECK

How can you tell if your LEA qualifies for administrative relief?

- A. Look in Common Logon.
- B. The district will be highlighted in green on the non-response rate report.
- C. The district will be shown in white on the non-response rate report.
- D. Look at the last claim in CNP Web.





# COMPREHENSION CHECK

How can you tell if your LEA qualifies for administrative relief?

- A. Look in Common Logon.
- B. The district will be highlighted in green on the non-response rate report.**
- C. The district will be shown in white on the non-response rate report.
- D. Look at the last claim in CNP Web.

Each year, ADE posts the Non-Response Rate report on the Verification webpage. Be sure to look for your LEA name to see if you qualify for administrative relief before you choose your sampling method and start your calculations.



# PHASE 2

## CHOOSING YOUR SAMPLING METHOD

The sampling method is the calculation used to determine **how many** applications you need to select for verification.

- Always round up at the end of the calculation.
- Exclude Directly Certified and all PAID applications.

SFAs who do not qualify for  
Administrative Relief use:

- ▶ Standard Sampling

SFAs who qualify for  
Administrative Relief can choose from:

- ▶ Standard Sampling
- ▶ Alternate 1- Random
- ▶ Alternate 2- Focused

# PHASE 2

## SAMPLING METHOD CALCULATIONS

### Standard Sampling

Used by all new SFAs and those who do not qualify for administrative relief.

Verify 3% of the applications.

You must choose from the error-prone applications.

### Random Sampling (Alternate 1)

SFAs who qualify for administrative relief can choose to use this calculation.

Verify 3% of the applications, but choose them at random. They do not need to be error-prone.

### Focused Sampling (Alternate 2)

SFAs who qualify for administrative relief can choose to use this calculation.

Verify 1% of the total applications (choose from error-prone),  
**PLUS**  
0.5% of the case number applications.

# COMPREHENSION CHECK

True or False: Any LEA can use Alternate I: Random Sampling method.

- A. True
- B. False- No LEAs can use Alternate I: Random Sampling Method
- C. False- Only LEAs who qualify for administrative relief can choose this option.



# COMPREHENSION CHECK

True or False: Any LEA can use Alternate 1: Random Sampling method.

- A. True
- B. False- No LEAs can use Alternate 1: Random Sampling Method
- C. **False- Only LEAs qualify for administrative relief can choose this option.**

The LEAs who qualify for administrative relief can choose from Standard Sampling, Alternate 1: Random Sampling Method, or Alternate 2: Focused Sampling Method.



## PHASE 2

### STANDARD SAMPLING METHOD DETAILS

- ▶ **Standard Sampling Method:** You must use this method if you are a new sponsor, or if you do not qualify for administrative relief.
- ▶ You must select 3% of your applications to verify.
- ▶ **They must be error-prone applications.**
  - ▶ Error prone applications are those where the income falls within the error-prone range for income and household size.
  - ▶ This should have been noted when the applications were initially certified.
  - ▶ If the error-prone applications were not previously identified, you will need to print the error-prone guidelines, review all applications, and indicate which ones are error-prone.

Total # approved applications X .03 = # of applications to verify.

# PHASE 2

## STANDARD SAMPLING METHOD EXAMPLE

The example school district has:

1100 income applications

62 of them are **error-prone**

72 Case Number Applications

2 Foster Household Applications

This is a total of 1174  
applications on file

$$\underline{1174} \times .03 = \underline{35.22}$$

Always round UP.

**36 applications to verify**

\*Must select from error-prone  
applications.

If you do not have enough error-prone applications to  
meet the requirement, you must verify all the error-  
prone applications, then select additional applications at  
random to meet the required number

## PHASE 2

### ALTERNATE 1- RANDOM SAMPLING METHOD DETAILS

#### **Only for Sponsors qualified for Administrative Relief**

- ▶ Must select **randomly from all** case number and free/reduced-price income applications.
- ▶ No need to identify error-prone applications.

Total # approved applications  $\times .03$  = # of applications to verify.



## PHASE 2

### ALTERNATE 1- RANDOM SAMPLING METHOD EXAMPLE

The example school district has:

1100 income applications

62 of them are **error-prone**

72 Case Number Applications

2 Foster Household Applications

This is a total of 1174  
applications on file

$$\underline{1174} \times .03 = \underline{35.22}$$

Always round UP

**36** applications to verify.

Must **randomly** select from ALL  
paper applications.

## PHASE 2

### ALTERNATE 2- FOCUSED SAMPLING METHOD DETAILS

#### Part A

- ▶ Select 1% of the total applications from error prone applications

Total # approved applications (paper applications)  $\times .01$  = # of error prone applications to verify.

Plus...

## PHASE 2

### ALTERNATE 2- FOCUSED SAMPLING METHOD DETAILS

#### Part B

- ▶ Select 0.5% of the case number applications

Total # case number applications X .005 =  
# of case number applications to verify.

## PHASE 2

### ALTERNATE 2- FOCUSED SAMPLING METHOD EXAMPLE

The example school district has:

1100 income applications

62 of them are **error-prone**

72 Case Number Applications

2 Foster Household Applications

This is a total of 1174 applications on file

1% of total applications :

$$1174 \times .01 = 11.74$$

0.05% of case number applications :

$$72 \times 0.005 = .36$$

ALWAYS ROUND UP.....

- ▶ Dry Desert Elementary must select 12 error-prone income applications,
  - ▶ and
- ▶ 1 case number application to verify.

# PHASE 2

## SAMPLING METHOD COMPARISON

### HOW DOES IT MAKE A DIFFERENCE?

#### The example school district has:

1100 Income Applications

62 of them are error-prone

72 Case Number Applications

2 Foster Household Applications

**Standard**

3% Total

**=36**  
Applications  
(choose from  
**error prone**)

**Alternate 1**  
(Random)

3% Total

**=36**  
Applications  
(choose from total  
**randomly**)

**Alternate 2**  
(Focused)

1% total from error  
prone + 1/2% of case  
number applications

**= 13**  
applications  
(12 error prone + 1  
case number  
application)

# PHASE 2

## ONLINE VERIFICATION CALCULATOR

- ▶ ADE also has an online verification calculator.
- ▶ Choose your sampling method, then enter your application counts. The calculator will determine the number of applications you need to select for verification.
- ▶ Be sure you have counted your applications accurately before using the calculator.
- ▶ <http://www.ade.az.gov/cnpverification/verification/calculator.htm>

Arizona Department  
of Education

CNP - Verification Sample Size Calculator

ADE Home Page | Health & Nutrition Services | Verification Information | Guidance Manuals | Common Logon

Instructions

Standard Sampling

Random Sampling

Focused Sampling

This Verification Sample Size Calculator is provided as a tool to help you ensure that your **minimum** Verification sample size is calculated correctly.

Each Sponsor must determine which Verification sampling method they are qualified to use by first finding their **Verification Non-Response Rate** from the previous school year, and then by answering the questions in the **Verification Method Decision Tree**. This information can be found at:

<http://www.ade.az.gov/health-safety/cnp/nsip/verification/>

After determining the sampling method you intend to use, select the appropriately labeled tab above, and then enter the number of approved applications on file as of October 1st, per the instructions given. The number of applications you are required to verify will automatically be calculated based on the information you enter.

Once the **minimum** Verification sample size has been calculated, Sponsors must select the required number of applications accordingly, based on the sampling method used, as instructed here.

Refer to the **Free and Reduced-Price Policy Handbook** and the **Verification Guidance Manual** for additional details regarding the Verification process. This information can be found at:

<http://www.ade.az.gov/health-safety/cnp/nsip/guidancemanual/>

## PHASE 2

### SELECT APPLICATIONS TO VERIFY

- ▶ Use the total number of applications and the appropriate sampling method to calculate the number of applications that need to be verified.
- ▶ Randomly select the applications that will be verified.
  - ▶ Remember:
    - ▶ Standard sampling- Select from error-prone applications.
    - ▶ Alternate 1- Select applications at random
    - ▶ Alternate 2- Select error prone and case number applications.

# PHASE 3

## VERIFY SELECTED APPLICATIONS

*OCTOBER 1 – NOVEMBER 15*



## PHASE 3: CONDUCT VERIFICATION

- ▶ Print off the **ADE Verification Tracking Form** for each application to be verified.

The Tracking Form can be found on the [NSLP Verification Webpage](#)

- ▶ This tracking form provides step by step guidance for how to conduct verification.
- ▶ Print and attach this form to each application being verified. It is a simple way to stay organized and track all verification activities.

# PHASE 3

## CONDUCT VERIFICATION

### VERIFICATION TRACKING FORM

Step by step guidance for verification

Place to indicate the original determination and application info

Space to track each verification activity

Place to indicate the results of verification

**VERIFICATION TRACKING FORM** PHASE 3: VERIFY

Attach to each application selected for verification with a copy of all documents from household.

Number of Students on Application: \_\_\_\_\_ Error Prone: ☐ Yes ☐ No

Original Determination was (check one):

☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)

☐ Free Eligible Based on Income/Household Size Information

☐ Reduced-Price Eligible

**Step 1** ☐ Identify your *confirming official*. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**

☐ Confirmed Original Determination, no change in benefits  
Continue to Step 2.

☐ Changed from Reduced to Free  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

☐ Changed from Free to Reduced  
Do not change benefits, do not contact household; continue to Step 2.

☐ Changed to PAID  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2** ☐ Conduct Direct Verification, Results (Select ONE):

☐ Match in Column: DES Results - Print off results and attach to this tracking form. Verification is complete. STOP. Do not change benefits and do not contact the household.

☐ No Match in Column: DES Results - Print off results, attach to tracking form. Continue with Step 3.

*Now contact the household*

**Step 3** ☐ Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_

*\*If no response by household by given due date, must follow up with household*

☐ Second Verification Notice/called/email \_\_\_\_\_ (date)

☐ Follow-up official must sign and date household application

**Step 4** ☐ Results of Verification (Select ONE):

☐ Responded, no change in benefits  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)

☐ Responded, original determination changed to Free  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

☐ Responded, original determination changed to Reduced  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

☐ Responded, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

☐ No response after follow up, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in Benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

# COMPREHENSION CHECK

What ADE form should be printed and attached to every application being verified?

- A. Acceptable Sources of Documentation pages
- B. Verification Tracking Form
- C. Non-Response Rate Report



# COMPREHENSION CHECK

What ADE form should be printed and attached to every application being verified?

- A. Acceptable Sources of Documentation pages
- B. Verification Tracking Form**
- C. Non-Response Rate Report

This form provides step by step guidance for conducting verification and it should be used as the place to track all activities and outcomes of the verification process for each application.



# PHASE 3

## STEP 1: CONFIRMATION REVIEW

- ▶ The Confirmation Review is the first step of verification.
  - ▶ A school official who **did not** make the original eligibility decision looks at the application and confirms that the correct eligibility was assigned when the application was certified. This person is the confirming official.
  - ▶ Refer to the tracking form for guidance on what to do when the initial eligibility determination is incorrect.
- ▶ The confirming official must sign and date the bottom of the household application after it is reviewed.

**THIS SPACE IS FOR SCHOOL OFFICIAL USE ONLY**

<input type="checkbox"/> Application is complete	Determining Official's Signature: _____	Date: _____
Determined Eligibility:	<input type="checkbox"/> FREE <input type="checkbox"/> REDUCED <input type="checkbox"/> PAID <input type="checkbox"/> ERROR-PRONE?	
<input type="checkbox"/> Selected for _____	Confirming Official's Signature: _____	Date: _____
	Follow-Up Official's Signature: _____	Date: _____

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeless,  
Foster Migrant,  
Child Runaway

# PHASE 3

## STEP 2: DIRECT VERIFICATION

- ▶ Direct Verification is a computer matching system that searches for matches between the information entered and the DES database of families and children who receive assistance benefits.
  - ▶ This system searches for matches through SNAP, TANF, FDPIR, Medical Assistance (MA), foster and migrant programs databases.
- ▶ Note: This sounds similar to direct certification, but there are differences between the processes.

**Direct Verification  $\neq$  Direct Certification**

# DIRECT CERTIFICATION VS DIRECT VERIFICATION

## WHAT'S THE DIFFERENCE?

Please note the important differences between direct certification and direct verification, noted by underlines below.

Direct Certification	Direct Verification
Available all school year.	Available only during Verification (starting Oct. 1 - November 15)
Required to <u>conduct at least three times</u> during the school year.	Required to <u>conduct once</u> during Verification.
All enrollment must be run through the system.	<u>ONLY students on the applications selected for Verification</u> may be run in the system.
Runs student data through the Department of Economic Security (DES).	Runs student data through the Medical Assistance Database and Department of Economic Security (DES)
<u>Cannot search case numbers</u> provided on applications	<u>Can search case numbers</u> provided on applications

# PHASE 3

## STEP 2: DIRECT VERIFICATION- UNDERSTANDING THE RESULTS

If the child has a match in the column DES Results column, identify what the category the child matched in.


### Match:

- ▶ SNAP/TANF/FDPIR/MA: If any child resulted in a “Match” in the SNAP, TANF, FDPIR or MA column—Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- ▶ FOSTER/MIG: If any child resulted in a “Match” in either the Foster or Migrant column—Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

Results

Processed as:		Standard			
Prepared by:		IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM	
Direct Verification:		Yes	Displaying:	Matches , Non-Matches	
Records Processed:		1	Validation Errors Found:	0	
Matches Found:		1	Non-Matches Found:	0	
SNAP Matches:		1	MA Matches:	1	
TANF Matches:		0	Foster Matches:	0	

Click here to download your results:



Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	Upload Message
1	Joe	Smith	12/01/2013	Match		Y						



# PHASE 3


## STEP 2: DIRECT VERIFICATION- UNDERSTANDING THE RESULTS

In some instances, a student who **starts as reduced** will match in the SNAP or TANF column. If this happens, Verification results in higher benefits.

The change is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits. Verification is also considered complete.

Results

Processed as:	Standard		
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	Upload Message
1	Joe	Smith	12/01/2013	Match		Y						

# PHASE 3

## STEP 2: DIRECT VERIFICATION

- ▶ You should only search for matches among the students selected for verification.
  - ▶ You are **not allowed** to search for all students in the Direct Verification system.

Detailed instructions for how to complete Direct Verification can be found at the link below:

<http://www.azed.gov/health-nutrition/files/2012/01/direct-verification.pdf>

# COMPREHENSION CHECK

Which of the following are true for **Direct Verification**?

- A. Required to conduct at least 3 times per year
- B. Search all enrolled students
- C. Need common logon to access it
- D. Search only students who were selected for verification
- E. Can search by a case number
- F. Only active during verification, beginning October 1
- G. Searches through the Medical Assistance (MA) database to confirm the child's eligibility.



# COMPREHENSION CHECK

Which of the following are true for **Direct Verification**?

- A. Required to conduct at least 3 times per year
- B. Search all enrolled students
- C. **Need common logon to access it**
- D. **Search only students who were selected for verification**
- E. **Can search by a case number**
- F. **Only active during verification, beginning October 1**
- G. **Searches through the Medical Assistance (MA) database to confirm the child's eligibility.**

Refer back to slides 46 and 47 if you need to review the differences between Direct Certification and Direct Verification.



# PHASE 3

## STEP 3: CONTACT HOUSEHOLDS WHO ARE NOT A DV MATCH

- ▶ For those households that do not match in direct verification, documentation that supports the information on their application will need to be provided by the household.
- ▶ Send the Notification of Verification letter and document the date it was mailed.

The letter can be found at this link:

<http://www.azed.gov/health-nutrition/nslp/verification/>

- ▶ Be sure to include the date a response is due.

# COMPREHENSION CHECK

When should you contact a household to request verification documentation?

- A. As soon as you select the application for verification.
- B. After you conduct Direct Verification and the student is a match.
- C. Only after you conduct Direct Verification and the student is not a match.
- D. You never contact the household during verification.



# COMPREHENSION CHECK

When should you contact a household to request verification documentation?

- A. As soon as you select the application for verification.
- B. After you conduct Direct Verification and the student is a match.
- C. **Only after you conduct Direct Verification and the student is not a match.**
- D. You never contact the household during verification.

Direct Verification is conducted to minimize the burden on both the LEA and the household. You should not contact households who come up as a match during Direct Verification, which will save time for your staff and reduce the amount of paperwork that is collected and reviewed.



# PHASE 3

## STEP 3: CONTACT HOUSEHOLDS WHO ARE NOT A DV MATCH

- ▶ ***If a household does not respond by the given due date, you must follow up with the household.***
- ▶ Send a second notification of verification letter and document the date the letter was sent. Again, be sure to include a response due date in this letter.
- ▶ Also be sure to have the follow up official sign and date the bottom of the household application.

**THIS SPACE IS FOR SCHOOL OFFICIAL USE ONLY**

<input type="checkbox"/> Application is complete	Determining Official's Signature: _____	Date: _____
Determined Eligibility:	<input type="checkbox"/> FREE <input type="checkbox"/> REDUCED <input type="checkbox"/> PAID <input type="checkbox"/> ERROR-PRONE?	
<input type="checkbox"/> Selected for Verification	Confirming Official's Signature: _____	Date: _____
	Follow-Up Official's Signature: _____	Date: _____

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeless, Foster, Migrant, Child, Runaway



# PHASE 3

## STEP 4: RESULTS OF VERIFICATION

- ▶ For households that respond compare the documentation provided with the information listed on the household application.

**A list of acceptable documentation can be found at this link:**

<http://www.azed.gov/health-nutrition/files/2012/01/step-three-appendix-c-sources-of-acceptable-income-documentation.pdf>

- ▶ For income applications, be sure to look at the **gross income**, not the net income.

# PHASE 3

## STEP 4: RESULTS OF VERIFICATION

- After verifying each application, mark the appropriate box on the verification tracking form.

Option	What it means
Responded, no change in benefits	Documentation provided supports the information listed on the application.
Responded, original determination changed to free	Documentation provided does not support the information listed on the application. The documentation provided <u>increases</u> the student's benefits.
Responded, original determination changed to reduced	Documentation provided does not support the information listed on the application. The documentation provided <u>decreases</u> the student's benefits.
Responded, original determination changed to paid	Documentation provided does not support the information listed on the application. The documentation <u>decreases</u> the student's benefits.
No response, original determination changed to paid	The household did not provide any documentation for verification and as a result, the student goes to paid.

# PHASE 3

## STEP 4: RESULTS OF VERIFICATION

- ▶ After reviewing the documentation and marking the correct results, notify the households of the outcome of verification.

The notification letters can be found at this link:

[http://www.azed.gov/health-nutrition/files/2012/06/letter-of-verification-results-english\\_14-15.pdf](http://www.azed.gov/health-nutrition/files/2012/06/letter-of-verification-results-english_14-15.pdf)

- ▶ Update your BID:
  - ▶ **10 calendar days** after the letter is sent to reflect the new benefits for students whose benefits decreased as a result of verification.
  - ▶ **3 calendar days** after the letter is sent for students whose benefits increased as a result of verification.

*THE END OF PHASE 3...*

***NOVEMBER 15***

ALL VERIFICATION ACTIVITIES SHOULD BE  
COMPLETED

# COMPREHENSION CHECK

By what date do all verification activities need to be completed?

- A. October 1
- B. October 31
- C. November 1
- D. November 15



# COMPREHENSION CHECK

By what date do all verification activities need to be completed?

- A. October 1
- B. October 31
- C. November 1
- D. November 15**

Verification is complete when the household provides adequate documentation supporting the information on their application, or when the Notice of Adverse Action is sent for families who did not respond or did not provide adequate documentation. These notices must be sent by November 15.



# PHASE 4

*SUBMIT THE VERIFICATION SUMMARY REPORT*

*REPORT IS DUE BY **FEBRUARY 1** EACH YEAR*

# PHASE 4

## SUBMIT THE VERIFICATION REPORT ONLINE

- ▶ All verification activities should be completed by November 15.
- ▶ On November 16, begin preparing to submit the verification report online.
  - ▶ Count the [number of applications as of October 1.](#)
  - ▶ Review your BID and/or files for all the following, report number of [students as of October 31.](#)
    - ▶ Total number of students,
    - ▶ Total number of SNAP matches,
    - ▶ Total number of TANF matches, and Foster matches,
    - ▶ Total number of students who are confirmed as homeless/migrant/runaway,
    - ▶ Total number of confirmed foster students who are not on the DC match list,
    - ▶ Total number of SNAP letters you received (not case number applications).



# PHASE 4

## SUBMIT THE VERIFICATION REPORT ONLINE

- ▶ Also count the total number of:
  - ▶ Approved case number applications (as of 10/1)
  - ▶ Approved income applications – Free (as of 10/1)
  - ▶ Approved income applications- Reduced (as of 10/1)
  
- ▶ Total number of students eligible for:
  - ▶ Free meals (as of 10/31)
  - ▶ Reduced price meals (as of 10/31)

# PHASE 4

## SUBMIT THE VERIFICATION REPORT ONLINE- PART I

- ▶ Log in to Common Logon and click on CNP Verification.
  - ▶ Request Common Logon permissions by completing the form found at [this link](#).
- ▶ Report the student and application counts listed on the previous slides in Part I of the report.

### Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)

CNP Verification 2013-2014 - All  
Sponsors  
Arizona Department of Education  
000000000

- Report all **Application** counts on this page as of **October 1st**.
- Report all **School, RCCI, and Student** counts on this page as of **the last operating day in October**.

#### Section 1 -- Total Schools, RCCI's, and Enrolled Students

**\*\* ALL SFA's must report Section 1 \*\***

1-1/A. Total Number of <b>Schools</b> (Do NOT include RCCI's):	1
1-1/B. Total Number of <b>Students in Schools</b> (Do NOT include RCCI's):	10000
1-2/A. Total Number of <b>RCCI's</b> (Do NOT include Schools counted in 1-1):	0
1-2/B. Total Number of <b>Students in RCCI's</b> (Do NOT include Schools counted in 1-1):	0
1-2a/A. Number of <b>RCCI's</b> WITH Day Students:	0
1-2a/B. Number of <b>Students in RCCI's</b> WITH Day Students (Report <b>ONLY</b> Day Students in 1-2a/B):	0
1-2b/A. Number of <b>RCCI's</b> with NO Day Students:	0
1-2b/B. Number of <b>Students in RCCI's</b> with NO Day Students:	0

#### Section 2 -- SFA's with Schools operating Alternate Provisions

# PHASE 4

## SUBMIT THE VERIFICATION REPORT ONLINE- PART 2

- Log in to Common Logon and report the results of verification in part 2 report.

### Part II: Results of Verification

CNP Verification 2013-2014 - All Sponsors  
Arizona Department of Education  
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- For 5-7/A and 5-7/B, report the number of **Applications** and **Students** confirmed through Direct Verification with SNAP/TANF/FDPIR/MEDICAID as of **November 15th**.
- For each Original Benefit Type 5-8/A, 5-8/B, and 5-8/C, report the number of **Applications** and **Students** as of **November 15th** for each result category 1, 2, 3, and 4. Do NOT include Applications or Students already reported in 5-7/A or 5-7/B.
- For VC-1, report the number of **Applications** as of **November 15th** Verified for Cause in addition to the Verification requirement, or skip if not applicable.

#### Section 5 -- Verification Process and Results

**\*\* ALL SFA's must report Section 5 or answer "Yes" to question 5-1 if applicable \*\***

5-1. Exempt from Verification:

• No - Not Exempt

- Answer "No" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA are required to perform Verification.
- Answer "Yes" only if ALL of the Schools and RCCI's in the SFA are exempt from Verification (see instructions for list of exemptions).
- If "Yes", skip the remainder of Section 5.

5-2. Was Verification performed and completed?

• Yes - On Time

- Answer "Yes - On Time" if Verification was completed by November 15th.
- Answer "Yes - Delayed" if Verification was completed after November 15th.
- Answer "No" if Verification was NOT performed or the process was NOT completed.

# PHASE 4

## SUBMIT THE VERIFICATION REPORT ONLINE

- Once you have entered all the information for the report, click the submit link to submit the report.



# PHASE 4

## *ALL VERIFICATION REPORTS ARE DUE BY FEBRUARY 1*

- ▶ You can submit the verification report online anytime between November 16 and February 1.
- ▶ Any LEAs who have not submitted the report by February 1 will be placed on hold and will not receive any reimbursements until the report is submitted.
- ▶ ADE will be hosting workshops to assist with submitting the report. We strongly encourage you to attend one of those workshops to ensure your report is submitted on time and correctly.

# COMPREHENSION CHECK

By what date is the Verification Summary Report due?

- A. November 16
- B. December 1
- C. February 1



# COMPREHENSION CHECK

By what date is the Verification Summary Report due?

- A. November 16
- B. December 1
- C. February 1**

All LEAs must submit the online Verification Summary Report by February 1. Those who do not submit the report by the deadline will have their reimbursements placed on hold.



# TECHNICAL ASSISTANCE

If you have any questions about verification, refer to The Eligibility Manual for School Meals found at:

<http://www.azed.gov/health-nutrition/nslp/programguidance/>

or visit the Verification Webpage at:

<http://www.azed.gov/health-nutrition/nslp/verification/>

You can also contact your NSLP Program Specialist for further assistance.



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